Job description - Head of Pre-School and PYP Coordinator

Reporting Officer: Head of Junior School

Strategic and Budgetary Planning

- Establishing the purposes and objectives of the department yearly plan
- Developing yearly /semester action plan for the department aligned with school's Mission, Vision, Core Value and Culture Statement
- Planning teaching resources for department requirement
- Planning Textbooks and teaching aids budget for department
- Meeting department and school’s KPI's
- Planning budgets for special department events

Development and Deployment of Staff:

- Recruiting staff with HR and Head of Junior School
- Establish Professional relationship with all staff in the school and fostering their career development
- Lesson Observations, Checklists, Work Reviews of staff
- Encourage staff participation in workshops and IB networking sessions
- Allocating duties to staff within and outside school
- Planning in-house workshops for staff
- Regular communication with staff on internal matters
- Arranging substitution for staff
- Promoting collaboration within staff
- Appointing Subject Leaders and organize regular meetings to revisit the curriculum

Curriculum Leadership

- Benchmarking the curriculum as per IB standards and practices
- Updating the curriculum with ultimate aim of running the International Baccalaureate Programmes
- Providing all teachers in the School with a strong professional development programme including the IB training of teachers in collaboration with the IB.
- Developing and Revisiting the Curriculum periodically to meet global
standards
• Providing year end report on Curriculum

Administrative Leadership

• Management of school within the spirit of the school’s Mission and Vision statement
• Undertaking the professional appraisal of all teachers following the agreed school-wide policy laid down by the Principal, Head of Junior School and HR.
• Advising the Head of Junior School on School staffing, budgetary and facility needs
• Recruiting teachers in close collaboration with the Principal and HR
• Undertaking the provision of all teaching materials necessary for the teachers, in their teaching.
• Meeting regularly with teaching staff and involving them directly in aspects of curriculum design, curriculum review, and behavioural expectations of students.
• Implementing a process of reporting regularly to parents on student academic and social development.
• Representing the school at educational conferences
• Appraisals, Work Reviews and feedback for improvement to teachers and management
• Supporting Admission Procedures of the school

Teaching, Learning and Assessments

• Developing the framework for the Scheme of Work and the Assessment Policy
• Supervise the completion of the designed curriculum each year
• Meeting the academic standards as per IB standards and practices
• Revisiting the Assessment policy each year with staff
• Regular Assessment feedback to students and parents
• Monitoring Student Progress and Award System
• Monitoring Moderation and Assessments feedback regularly
• Tracking Scheme of Work and Teaching Plans
• Tracking Student Attendance
• Teaching allocated lessons or any other relevant duties assigned by the school

PYP Coordination
Documentation

- be familiar with and promote understanding and use of all PYP documents
- Key tasks
- Be fully conversant with all PYP publications
- Ensure that copies of IB publications pertaining to the PYP section of the school are available to all staff members
- Establish and maintain a record of completed IB Primary Years Programme planners
- Publish the school's programme of inquiry
- Lead the process of developing or reviewing the school's curriculum documents, including the programme of inquiry and scope and sequence documents
- Ensure that agreements are formulated for teaching and learning and for assessment
- Ensure the development of an action plan and, advise and support the formulation of the school's strategic development plan
- Maintain the archive of PYP records from one year to the next, including the exhibition
- Ensure that the document entitled General regulations: Primary Years Programme is supplied to parents/guardians
- Ensure that the document entitled Rules for IB World Schools: Primary Years Programme I shared with relevant staff

Professional development

- Ensure that staff members are made aware of professional development opportunities
- Ensure PYP teaching staff receive ongoing training in the delivery of the programme
- Make recommendations regarding professional development opportunities on and off campus
- Keep a record of workshop attendance and school visits to ensure equality of opportunity to identify ongoing needs, and to complete authorization and programme evaluation forms
- Provide appropriate guidance and support are given to staff to implement the programme (for example, developing a programme of inquiry, use of the PYP planner, use of an appropriate diversity of assessment strategies, planning the exhibition)
- Assist teams or individuals in developing and documenting units of inquiry and individual student inquiries
- Support the teachers responsible for, and the students involved in, the PYP exhibition in the final year of the programme
- Ensure that all PYP teachers are issued with passwords to access the OCC Resource management
- Make recommendations for the purchase of suitable resources to support the implementation of the programme
- Be responsible for the establishment of an inventory of resources to facilitate efficient collaboration
- Identify resources within the local community to aid the implementation of the PYP Communication Key tasks
- Ensure that all requirements of the IB concerning the implementation of the programme are adhered to
- Set up systems for communication and collaboration among all staff members involved in implementing the programme
- Conduct parent information sessions
- Publish articles pertaining to the programme in the school newsletter
- Circulate all relevant information received from the IB and ensure that teachers and other staff are kept up to date with current developments in the programme
- Prepare and submit any documentation required for authorization and evaluation
- Respond to requests for information (for example, questionnaires) from the IB
- Provide a liaison between the school and the IB
- Provide outreach to the wider PYP community through OCC discussion forums, email and hosting visits from other schools
- Promote the use of the OCC within the school community
- Recommend exemplary teachers to participate in curriculum development meetings